

TCS-2916-58

18 April 1958

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**HANDLE VIA TALENT  
CONTROL SYSTEM ONLY**

MEMORANDUM FOR: All TALENT Control Officers, Military Liaison Officers,  
and HTAUTOMAT Branches


SUBJECT: Guidance for Visitors to HTAUTOMAT

1. The purpose of this memorandum is to provide guide-lines for visitors to HTAUTOMAT which will maintain the high degree of security consistent with the TALENT Control System, provide desired support most effectively, and allow for expeditious entry into the building with a minimum of confusion and inconvenience to all. The procedures for visitors, categorized by purpose of visit, are listed in the enclosure and are to be followed as they apply to each individual. All TALENT Control Officers, Liaison Officers and HTAUTOMAT Branch Chiefs are requested to observe these procedures and appropriately instruct their personnel.

2. Individuals arriving at HTAUTOMAT without a confirmed appointment will be delayed in the lobby until clearances are established, the responsible TCO or Military Liaison Officer notified, and an appointment set up. Non-compliance with these procedures will lead to delays, possible embarrassment, and loss of valuable time.

3. All visitors except those with picture or liaison badges will be required to sign in with the receptionist.

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A. C. LUNDAHL  
Chief, HTAUTOMAT

Encl: Procedures for Visitors  
to HTAUTOMAT

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